Overview

Transit agencies must use the National Transit Database (NTD) Internet Reporting system to provide their Safety and Security data via reports to the Federal Transit Administration (FTA). NTD Internet Reporting is the online means for transit agencies to enter, review and revise data, and submit reports. It provides for timely and accurate reporting. All tasks and requirements for the NTD can be fulfilled via this system.

This section provides Internet Reporting information for the Safety and Security report.

What Has Changed from Prior Year

The Contact person(s) has the ability to delete forms created in error.

Internet Reporting System Security

Numerous measures have been taken to ensure that all data entered into the Internet Reporting system is safe and available only to those with proper access. The NTD servers and network are secured behind a firewall. The website operates the secured web protocol, https, and the entire site is password protected. Additionally, multiple server and database protection layers protect the database files.

Detailed Instructions

Accessing Internet Reporting

Internet Reporting is accessed through the **NTD Homepage**.

To access Internet Reporting:

- Connect to the Internet via your Internet service provider (ISP)

- Verify your Internet Browser Settings

- Access the **NTD** website at www.ntdprogram.com

- Access your transit agency's Safety and Security report via the **Internet Reporting** link, which is located at the bottom left of the screen.

Connecting to the Internet

Use your Internet service provider to connect to the Internet. Internet Reporting requires a web browser that is at least a 6.x version (Internet Explorer 6.0).

If you don't have the latest version of the browser, go to Microsoft.com (or any other ISP that you may use, for example: Netscape.com) to download the latest version free of charge.

Verifying Your Internet Browser Settings

Verify that your browser is set to check for newer versions of stored pages with each visit to the page.

In Internet Explorer, this is done by accessing Tools > Internet Options > General > Temporary Internet Files Settings > Every Visit to Page.

In Netscape, this is done via Edit > Preferences > Advanced > Cache > Every Time.

The National Transit Database Website

The **NTD Homepage** offers the following information and data for reporters and others interested in the NTD:

- **Internet Reporting Login** link.

- **What is the NTD?:** An overview of the NTD program, milestones in transit history, how to obtain and NTD ID number and an overview of the NTD reporting forms.

- **Urbanized Area and Monthly Ridership Reporting Information:** Access to .html and .pdf versions of the current Urbanized Area and Monthly Ridership Reporting Manuals, Glossary, an overview of reporting changes and highlights, reporting manual archives, etc.

- **Safety and Security Reporting Information:** Access to .html and .pdf versions of the current Safety and Security Reporting Manual, Glossary, Newsletters, an overview of reporting changes and highlights, reporting manual archives, etc.

- **Nonurbanized Area (Rural) Information:** Access to the Nonurbanized Area (Rural) Reporting Manual, Glossary, an overview of reporting changes and highlights, reporting manual archives, etc.

- Asset and Condition Reporting Login: Future link.

- **NTD Publications and Reference Materials:** HTML and downloadable .pdf publications, including the Data Tables, Profiles, National Transit Summaries and Trends and other related NTD reference materials.

- **NTD Data and Analysis Tools:** View, print or download NTD databases, historical data, special reports and future analysis tools.

- **Announcements and Updates:** FTA will be posting new and useful information, interim updates to reporting requirements, etc.

- **NTD Feedback and Photo Gallery:** The mailing address, telephone number and fax number for the NTD Project site as well as an opportunity to provide comments or suggestions regarding the NTD Program. Also, NTD invites all reporting agencies to submit transit related photos via this link. Along with the photos, please provide the agency name and a brief description of the photo.

- **Seminars and Training:** NTD Reporting Seminars and In-house Training information and registration.

- **Transit Agency Information and Links:** Contact information for transit agencies reporting to the National Transit Database (NTD). Links to:

  - Federal Transit Administration (FTA)

  - FTA Safety and Security Office

  - U. S. Department of Transportation (USDOT)

  - National Transit Library

  - American Public Transportation Association (APTA)

  - Bureau of Transportation Statistics

  - Accessibility.

Levels of Access

Internet Reporting provides six levels of access to Safety and Security:

1. **CEO access:** Edit and submit the CEO Certification and all safety and security forms
2. **NTD contact person:** Edit and submit and delete specific S&S-40 forms that may have been created in error.
3. **Safety and security contact access:** Edit, submit and delete unneeded/unwanted safety and security forms
4. **Safety and security editor access:** Edit safety and security forms, but cannot submit forms
5. **Safety and security viewer access:** View safety and security forms only
6. **Security access:** Edit security forms and view safety forms.

User Names and Passwords

The system access level is determined by the user name. The first portion of the user name defines the access level and the last four digits represent the agency's NTD ID. There are five types of user names corresponding to the four access levels available within Safety and Security:

1. CEO — CEOxxxx
2. NTD contact person - NTDxxxx
3. Safety and security contact person — SFTYNTDxxxx
4. Safety and security editor — SFTYEDTxxxx
5. Safety and security viewer — SFTYVWRxxxx
6. Security contact person — SECURITYxxxx.

Each agency is e-mailed this set of user names with a password for each. NTD reporters determine access within their organizations and distribute user names and passwords accordingly.

A user can change his / her password at any time. Refer to Sys Admin: Changing Your Password for additional information on this topic. Users should be aware that passwords expire every ninety days.

The CEO and NTD contact person use the same password for both report areas. Beginning with the 2007 report year, the CEO and NTD contact person may access all reporting areas (Urbanized Area, Monthly Ridership and Safety and Security) from the **Home** tab.

Accessing NTD Safety and Security

Clicking the **Internet Reporting Login** link will open the **Internet Reporting Login** page. Enter your User Name and Password to gain access to **Safety and Security Home**.

Home: The Safety and Security Homepage

After completing the login process you will be taken to the **Safety and Security Homepage**. Click the **Home** tab near the top of any screen to return to the **Homepage** from another area.

Safety and Security Reporting Structure

The **Safety and Security Homepage** includes the following tabs:

- **Home:** The starting point when entering the Safety and Security report. It displays the reporter's Safety and Security analyst information and any project-related announcements.
- **e-File:** The **e-File** screen lists provides for processing and tracking of the Safety and Security Chief Executive Officer (CEO) Certification and any general correspondence. The transit agency's chief executive officer (CEO) approves and submits the Safety and Security CEO certification from this screen.
- **Annual:** Provides access to the Identification form (B-10) and Contacts form (B-20), which have been completed by the NTD contact person. These forms are not editable.
- **Safety and Security:** A listing of all the safety and security forms and provides access to the specific forms that must be completed.
- **Reports:** Print and export several different reports (Incident Summary, All Major Incidents Detail, etc.). All reports have been developed to allow the agency to print each form or report without altering print settings to fit a form on the page. The reports listed will vary depending on access level.
- **Communications:** A listing of all e-mail and telephone communications.
- **Sys Admin:** Change Safety and Security passwords. You may only change your password. Should you need assistance contact your Safety and Security analyst.
- **Help:** Online version of the Safety and Security Module of the NTD Reporting Manual.

Annual: Providing Access to the Identification (B-10) and Contacts (B-20) forms

These forms have been completed by the NTD contact person. These forms are not editable.

Safety and Security: Providing Incident Data

Click on the **Safety and Security** tab to open the **Safety and Security** screen. This screen provides access to the Safety and Security Module forms for editing and submitting your report to FTA.

Initially, only the Safety and Security Setup form (S&S-10) will be shown. Once the Safety and Security Setup form (S&S-10) is completed and submitted, Internet Reporting will automatically generate the summary Safety and Security forms the transit agency is required to complete, based on the mode(s) of service operated. A link to each summary Safety and Security form is provided on the **Safety and Security** screen.

The **Safety and Security** screen also allows the transit agency to generate a form for reporting major incidents. Click on the **Add Major Incident** button at the bottom of the screen to generate a Major Incident form (S&S-40). If a form is generated in error, the user may delete the unneeded form by clicking the **Delete** button on the form.

Form-by-form instructions and reporting details for the Safety and Security Module are included in the Safety and specific forms section of this manual.

Reports: Viewing, Printing, and Exporting NTD Safety and Security Reports

Click on the **Reports** tab to display the **Reports** screen. This screen provides access to the Safety and Security reports.

Before a report can be successfully opened, the **Crystal Reports Viewer** must be downloaded to your computer. Please refer to the section on **Printing** for instructions on downloading this viewer and also for viewing, printing and exporting a report.

To open a report click on the corresponding link on the **Reports** screen.

The following report links are available on the **Reports** screen:

- All Major Incidents Detail report
- Major Incidents Summary by Mode / Service report
- Non-Major Incidents Summary by Mode / Service report
- Security Configuration Summary report.

All Major Incidents Detail report

Click on the **All Major Incidents Detail report** link to view the All Major Incidents Detail report.

Major Incidents Summary by Mode / Service report

Click on the **Major Incidents Summary by Mode / Service report** link to view a summary of all the major incidents by mode / service.

Non-Major Incidents Detail report

Click on the **Non-Major Incidents Summary by Mode / Service report** link to view a summary of all the non-major incidents by mode / type of service.

Security Configuration Summary report

Click on the **Security Configuration Summary Report** link to view a summary of the security configuration.

Communications Summary: Viewing a History of Correspondence with NTD

The **Communications** tab gives transit agencies a centralized area in which to view correspondence with the Federal Transit Administration's (FTA) National Transit Database (NTD) program. In addition, the correspondence view can be filtered to show only certain processes or communication types.

Sys Admin: Changing Your Password

The **Sys Admin** screen provides the ability to change your NTD password.

All passwords expire every ninety-days. You can change your password at any time on the **Sys Admin** screen by specifying your current and new password. To be valid, a password must be at least eight characters long and contain at least one letter and one number. It cannot contain spaces. Passwords are case-sensitive. If you do not update your password within the ninety-day term, you will be forced to update your password when you first access the system once the ninety-day period has expired. The screen is similar to the one available on the **Sys Admin** screen and the same password rules apply.

Help: Obtaining More Information

Click on the **Help** tab to display the **Help** screen. The **Help** screen provides access to the current Safety and Security Manual. The **Help** screen displays the table of contents for the Reporting Manual with links to each section of the manual.

Tips for Using Internet Reporting

Navigating Between Screens

Do not use the browser **Back** and **Forward** buttons to navigate between screens. Instead, use the Internet Reporting system buttons, tabs, and links.

Saving a Form

A **Save** button is provided at the bottom of each Internet Reporting form. When entering information into a form, it is strongly recommended that you save the form frequently. This will prevent the loss of data if your Internet connection is unexpectedly lost. Also, Internet Reporting has an automatic time-out feature which will log you off of the system after a period of inactivity.

Deleting a Form

To delete a Major Incident report, open the incident report that is going to be deleted and scroll to the bottom of the screen. Following the **Save**, **Submit, Print,** and **Close** buttons, there is a **Delete** button. To delete the incident report, click the **Delete** button. A prompt stating, "You are about to delete this report. Do you wish to continue?" will appear. If you wish to delete this report, choose **Ok.** If you do not wish to delete this report, choose **Cancel**. After clicking **OK**, a Comment box asking the reason for deletion will appear. Please enter the reason for the deletion before clicking the **Delete** button.

After the **Delete** button has been chosen, you will be returned to the **Safety and Security** summary screen.

Viewing, Printing, and Exporting Reports

Reports can be generated within the Internet Reporting system from either the Reports tab or from the individual form screens.

For trouble-shooting information refer to the Announcement section of the Safety and Security Homepage.

Downloading the Crystal Reports Viewer

In order to facilitate viewing, printing and exporting of reports, Internet Reporting utilizes the Crystal Reports downloadable viewer and writer. You will be prompted to download the **Crystal Smart Viewer** for **Active X** free of charge the first time the print functionality is accessed, (a report link is clicked on the **Reports** tab or the **Print** button is clicked on a form page). This download occurs only once and is absolutely necessary to view or print a report.

Viewing a Report Online

Click on the **Report** link on the **Reports** tab to display the report within the **Crystal Reports Viewer**. Use the **Scroll** bar or the following navigation buttons to scroll through the report:

The left arrow with a line to the left scrolls to first page.

The left arrow scrolls to previous page.

The right arrow scrolls to next page.

The right arrow with a line to the right scrolls to last page.

You can also search for text within a report by clicking on the binoculars icon to display the **Search** dialogue box and then entering the text for which you wish to search in the **Find What** field. If the text you entered is found within the report, it will be outlined in **Red**.

To Print a Report from the Reports Tab

Click on the **Reports** tab to display the Safety and Security reports available. To access a report, click on the **Report** link to open the report in **Crystal Reports Viewer**. Within the **Crystal Reports Viewer**, click the **Print Report** button (printer icon) in the upper left corner of the viewer. Then click the **Print** button on the resulting **Print** screen.

To Print a Form Report from a Form Screen

Click on the **Print** button at the bottom of the form screen to display the report in the **Adobe Acrobat Viewer**. Click the **Print** button in the upper left corner of the viewer. Then click the **Okay** button on the resulting **Print** window.

Note: Only forms for 2006 or later will print using the **Adobe Acrobat Viewer**. Previous years' forms will print using the **Crystal Reports Viewer**, and function the same as forms printed from the **Reports** tab.

Exporting Reports

From the **Reports** screen, click on the link for the report you wish to export. The report will display in the **Crystal Reports Viewer**. Select **Export Report** (envelope icon) in the left corner of the viewer. The **Report Export Viewer** window will be displayed.

In the **Save In** field, select the local or network drive where you would like your export file to be saved. From the **Save As Type Drop-Down** list field, select from one of the following export file formats:

- Microsoft Word (*.doc)
- Microsoft Excel (*.xls)
- Acrobat (*.pdf)
- Rich Text (*rtf.).

Enter the name of the export file in the File Name field and click the Save button.